



NORFOLK

APPLICATION FOR NEIGHBORHOOD SIGN LOCATION

General sign location guidelines:

1. Must be located in public right-of-way
2. Cannot obstruct street signage
3. Cannot be located in visibility triangle

Name of Neighborhood (as it would appear on sign): _____

Name of Sponsoring Civic Association: _____

Sign Location (please be specific – example: northwest corner of Granby Street and 35th Street:

Please attach a drawing or photograph of the proposed location

The proposed general location of the neighborhood sign for the _____
_____ neighborhood as approved by the membership of the
_____ civic league at its general meeting on
_____, 201__

Signature: Civic League President

Date

Note: While the City will strive to place the sign at the proposed location the actual location of the sign will be determined by the City.

Return application to: Department of Public Works
Division of Surveys Room 750
810 Union Street – City Hall Building
Norfolk, Virginia 23510

Date received by the Division of Surveys: _____, 201__

PROCEDURES FOR NEIGHBORHOOD IDENTIFICATION SIGN APPROVAL

1. Fill in information requested on the application, including the legal name of the subdivision or, if none, the commonly used name, the name of the civic association which will sponsor the sign, and a contact person, with contact information, for that group. Use a separate application for each sign request.
2. The City developed the Neighborhood Identification Sign program for the fabrication and installation of new signs of uniform appearance throughout the City. The City will buy and install only one sign for any named subdivision (by plat) or, if none, the commonly used name for the area.
3. Draw a sketch of the area in which the sign is to be placed, with the location of the sign marked. Show enough detail that the location can be determined by a field check. If submitting a photograph, mark the proposed location of the sign on the face of the photograph.
4. Return the application to Division of Surveys at the address shown on the application.
5. The Division of Surveys will coordinate a review to determine if the sign is in the right of way and does not conflict with any utilities or create any traffic hazards. Surveys will mark the location of the sign in the field, adjusting the location if necessary.
6. If no problems are determined, and funding available, an order will be placed for the fabrication and installation of the sign when a minimum of 5 applications have been accepted or in order to place signs with some known regularity the City will order signs for less than 5 accepted applications every 6 months (April and September.)
7. Each civic league has the opportunity to personalize the area around its neighborhood sign by landscaping and maintaining the area. If your civic league chooses to landscape, the planting material should be selected using the Sign Landscaping for Sun or Sign Landscaping for Shade plant lists prepared by the City's [Department of Recreation Parks and Open Space](#). The purchase, installation, and maintenance of any landscaping will be the responsibility of the appropriate civic league.

NOTE: ONLY SIGNS CONSTRUCTED IN ACCORDANCE WITH CITY OF NORFOLK SPECIFICATIONS WILL BE ALLOWED. FINAL SIGN FACE LAYOUT AND LOCATION OF THE SIGN WILL BE AT THE DISCRETION OF THE CITY.